



Field Supervisor

Details

Job ID : 367

Title : Field Supervisor

Job Code : 1108

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR PERFORMING ADMINISTRATIVE DUTIES AS ASSIGNED BY THE GENERAL MANAGER AND/OR ASSISTANT GENERAL MANAGER RELATING TO THE MANAGEMENT OF COURT DESIGNATED WORKERS IN THE FIELD.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN JUVENILE SERVICES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- ASSIST IN SCREENING AND INTERVIEWING POTENTIAL CANDIDATES FOR CDW POSITIONS
- SUPERVISES AND EVALUATES WORK OF FIELD PERSONNEL
- CONDUCTS ON THE JOB PERSONNEL TRAINING
- MAY RECOMMEND TRAINING AND NEEDS ASSESSMENT
- MAY ACT AS A LIAISON BETWEEN CENTRAL STAFF AND LOCAL OFFICIALS
- PREPARES FIELD VISIT REPORTS
- MAY INVESTIGATE AND IMPLEMENT APPROPRIATE DISCIPLINARY ACTIONS CONCERNING PERSONNEL PROBLEMS
- MONITORS WORK LOAD AND RECOMMENDS STAFFING ADJUSTMENTS TO MANAGEMENT
- REVIEWS AND MONITORS TIMESHEET, TRAVEL VOUCHER, AND PROGRAM STATISTICS
- SUPERVISES DATA ENTRY OPERATORS
- OVERSIGHT OF SPECIFIC FEDERAL GRANTS
- RESPONSIBLE FOR ANNUAL REPORT INFORMATION
- DESIGN SPECIALIZED REPORTS
- TRAVEL STATEWIDE
- COORDINATES THE ORGANIZATION AND IMPLEMENTATION OF LRE PROGRAMS
- PREPARES FIELD VISITS/PROGRAM REPORTS
- ESTABLISH EDUCATION OUTREACH
- COLLECTS AND ORGANIZES DEPARTMENT STATISTICS FOR ANNUAL REPORT
- OTHER DUTIES AS ASSIGNED